



Indian and
Northern Affairs

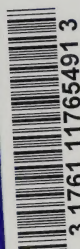
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3 INDEX TO DATA FROM SOCIO-ECONOMIC
ADMINISTRATIVE SYSTEMS IN
THE YUKON TERRITORIAL GOVERNMENT

1977

Government
Publications





INTRODUCTION

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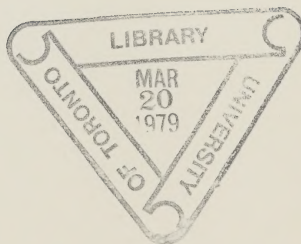
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April, 1977

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Ottawa, 1978

INTRODUCTION

As part of a program of pipeline related research the Data Management Division, in consultation with the Yukon Territorial Government, has compiled this index of socio-economic data available from the administrative records of the Yukon Territorial Government. This is a first attempt to identify such socio-economic data for the Yukon, which is not usually available in published form.

The traditional method of obtaining statistical information through specially designed survey is costly and in the practical world of limited resources seldom allow for the desired details particularly when small populations are being measured.

The alternative of using administrative data is becoming more and more popular. Some of the provincial governments have identified indexes to administrative records that may be used by researchers and others. Among these are the Ontario and Alberta governments.

There are, however, shortcomings in the use of administrative data. These data were not designed for statistical purposes so that, quite often, they are useful only as approximations. There are, of course, limitations on availability imposed by legislation and policy as well as constraints on compiling data due to the workload involved. Each inquiry must, therefore, be handled by the responsible department on a case by case basis, considering such factors as confidentiality, priority, nature of request and workload.

This publication covers all major administrative systems maintained by the Y.T.G. The information was collected in Whitehorse March 15-19, 1977, by means of interviews with data holders and through the completion of a questionnaire designed for this purpose. We are grateful for the cooperation of the staff of the various departments of the Y.T.G.

Users who have comments or suggestions regarding this index are invited to contact:

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TABLE OF CONTENTS

	PAGE
HOW TO USE THE INDEX -----	1
TERMS USED -----	2
INDEX OF STATISTICAL FILES:	
Correctional Services -----	3
Education -----	6
Game Administration -----	7
Health -----	9
Highways and Public Works -----	12
Housing Corporation -----	16
Liquor Control Board -----	17
Local Government -----	19
Public Service Commission -----	25
Social Welfare -----	26
Treasury -----	29
Territorial Secretary -----	30
ARCHIVES ORDINANCE AND RECORDS MANAGEMENT REGULATIONS --	39

HOW TO USE THE INDEX

This index contains descriptions of the principal administrative systems in departments or agencies of the Yukon Territorial Government which may generate socio-economic data on the Yukon.

Each description contains these points of information:

- the name of the Department;
- a summary of the branch/department objective;
- a summary of the administrative file content;
- the date from which data are continuously available;
- the frequency of data base update;
- the mode of storage (such as paper punch card, computer tape);
- the availability of administrative file (describes the form in which data is available and who can obtain it);
- the retention period.

To find out what files exist on a given subject, please consult previous page "index of statistical files".

To obtain the information described, enquiries should be directed to the appropriate Department. It will be noted that, by and large, only requests for macro-data will be considered and such requests will be considered on their merits and subject to availability of Departmental resources to compile the information.

TERMS USED

Micro-data

Reference made to micro-data in this publication relates to individual records maintained in the Departmental administrative systems.

Macro-data

Reference made to macro-data in this publication relates to information aggregated from individual records in a manner designed to protect the confidentiality of individual records.

DEPARTMENT OF CORRECTIONS

TITLE: Adult Institution.

OBJECTIVE: - To provide security and rehabilitation of inmates
- To fulfill the obligation of the courts

CONTENTS: Contains:
- Demographic characteristics of inmates
- Number of adult persons committed to the department's care classified as to age sex, crimes, sentences, previous convictions, education and marital status.

DATE FROM WHICH DATA ARE CONTINUOUSLY AVAILABLE: 1968

FREQUENCY OF DATA BASE UPDATE: Continuous

MODE OF STORAGE: Paper files

AVAILABILITY: Micro-data are available only to the authorized employees of the Branch and Jail inspectors. Macro-data can be made available to individuals whose need is justifiable.

RETENTION PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF CORRECTIONS

TITLE: Juvenile Training Home.

OBJECTIVE: - To help children in need of assistance,
to protect children and to rehabilitate
them.

CONTENT: Contains:
- Demographic characteristics of a child
- Medical background (psychological
assessment records)
- School background
- Criminal justice system involvement
- Amounts of pay to inmates

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1968

FREQUENCY OF
DATA BASE
UPDATE: Continuous

MODE OF
STORAGE: Paper files

AVAILABILITY: Micro-data are available only to the
authorized employees of the Branch and a
small number of federal and territorial
departments or agencies when information
requested pertains to parties directly
involved (e.g. R.C.M.P. or Medical
Authorities). Macro-data can be made
available to individuals whose need is
justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and
the Records Management Regulations.

DEPARTMENT OF CORRECTIONS

TITLE: Supervision of Probationers.

OBJECTIVE: To provide Supervision of probationers.

CONTENT: Contains:
- Demographic characteristics of probationers
- Information on probationer's family if a member of such family committed crime in the past

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1964

FREQUENCY OF
DATA BASE
UPDATE: Continuous

MODE OF
STORAGE: Paper files

AVAILABILITY: Micro-data are available only to authorized employees of the Branch and authorized personnel in other departments on a need to know basis. Macro-data can be made available to individuals whose need is justifiable. Annual report available to public.

RETENTION
PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF EDUCATION

TITLE: School Administration - General

OBJECTIVE: To provide educational (i.e. public schooling and technical vocational training) and recreational services to people of Yukon.

CONTENT:

- Copies of report cards
- Number of teachers by classification
- Enrolment of students records
- Background records on individual students
- Cost of maintaining Yukon Schools

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1972 in machine readable

FREQUENCY OF
DATA BASE
UPDATE: Quarterly

MODE OF STORAGE: Computer and Paper files

AVAILABILITY: Micro-data are available to the authorized employees of the Department only. This confidentiality is provided for by the School Ordinance. Macro-data can be made available to individuals whose need is justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF GAME

TITLE: Game Administration and Licencing

OBJECTIVE: To provide administrative services to the Game Branch and to administer the issuing of permits

CONTENT: Copies of all hunting and trapping licences issued in the Yukon which include:

- Residency of licence holder.
- Name and address of licence holder.
- Type of licence (e.g. general hunting licence, resident hunting licence, resident game bird hunting licence.
- Number of registered trapping areas.
- Number of registered guiding areas.
- Number of sport fishing licences.
- Outfitter and guide licences.
- Live animal export licences.
- Fur export tax collected.
- Revenue derived by Territorial Government from licencing.

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1972

FREQUENCY OF
DATA BASE
UPDATE: Annually

MODE OF STORAGE: Paper files

AVAILABILITY: Micro-data can be made available to individuals whose need is justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF GAME

TITLE: Wildlife Management and Enforcement

OBJECTIVE: To educate the public in the use of wildlife and to protect wildlife

CONTENT: Contains:

- Evidence regarding occurrences and action taken
- If offence committed an exhibit report is prepared containing description of offence
- Field contact form contains information about field activities (e.g. type of game, number and days spent)
- Fur harvest report contains:
 - Evaluation of the harvest trend
 - Predicts trends for next season
 - Percentage of trappers registered under individual and group trapping licences
- Average price paid to Yukon trappers per species harvested each trapping season
- Total value paid to Yukon trappers per species harvested each trapping season
- Total number of fur bearers per species harvested each trapping season
- registration of natives under group trapping licences

DATE FROM WHICH DATA ARE CONTINUOUSLY AVAILABLE: 1972

FREQUENCY OF DATA BASE UPDATE: Continuous

MODE OF STORAGE: Paper files

AVAILABILITY: Macro-data can be made available to other government departments and the general public if the need is justifiable.

RETENTION PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF HEALTH

TITLE: Yukon Hospital Insurance Service.

OBJECTIVE: To provide medically required services, on uniform terms and conditions, to all bonafide residents of the Territory.

CONTENT: Contains demographic characteristics of residents
- Effective date resident insured
- Cancellation Date
- Premium (Billed and Paid to date)
- Present and past employment history

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1972

FREQUENCY OF
DATA BASE
UPDATE: Monthly

MODE OF STORAGE:

AVAILABILITY: Micro-data are available to the authorized departmental personnel and a small number of territorial departments or agencies for an authorized purpose. Macro-data can be made to individuals providing their need is justifiable. The confidentiality of micro-data is provided for by the Yukon Health Care Insurance Plan Ordinance.

RETENTION
PERIOD: In accordance with Archives Ordinance and Records Management Regulations.

DEPARTMENT OF HEALTH

TITLE: Yukon Hospital Insurance Service.

OBJECTIVE: To provide medically required hospital services, on uniform terms and conditions to all bona fide residents of the Territory.

CONTENT: Contains data on:
- Patient's demographic characteristics
- Details on types of services required by patients and frequency of visits
- Hospital visits
- Payment details
- Diagnostic details
- Examination and treatment history

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1960

FREQUENCY OF
DATA BASE
UPDATE: Continuous

MODE OF STORAGE: Paper files

AVAILABILITY: Micro-data are available to the authorized departmental personnel. The confidentiality of micro-data is provided for by the Yukon Hospital Insurance Services Ordinance. Aggregate data can be made available to individuals providing their need is justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF HEALTH

TITLE: Yukon Health Care Insurance Plan Premiums.

OBJECTIVE: To collect and administer YHCIP premiums from companies and individuals in the Yukon.

CONTENT: Contains:
- Enrollment
- Name, address and number of employer's contributing to the program.
- Number of employees per employer.
- Number of self-employed contributors.
- Marital and/or family status of subscribers.

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1972

FREQUENCY OF
DATA BASE
UPDATE: Monthly

MODE OF STORAGE: Computer and Paper files.

AVAILABILITY: Micro-data are available to the authorized departmental personnel and a small number of territorial departments or agencies. Macro-data can be made available to individuals whose need is justifiable. The confidentiality of micro-data is provided for by the Yukon Health Care Insurance Plan Ordinance.

RETENTION
PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS

TITLE: Highway Construction and Maintenance

OBJECTIVE: To design, construct and maintain highways, airports and ferries in the Yukon Territory

CONTENT: Contains:

- Copies of plans and surveys
- Copies of permits to perform work on highways and construction permits
- Financial information on highway cost.
- Manpower data relating to highway construction.
- Quantity data on materials used for highway construction and maintenance.
- Traffic counts information for major roads.

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1972

FREQUENCY OF
DATA BASE
UPDATE: Continuous

MODE OF
STORAGE: Paper files

AVAILABILITY: Micro-data are available to the employees of Highways department only. Macro-data can be made available to individuals whose need is justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and the Records Management Regulations

DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS

TITLE: Property and Building Management

OBJECTIVE: To administer territorial building leases throughout the Territory and to maintain Yukon Territorial Government buildings with the exception of housing.

CONTENT: Contains:

- Copies of leases
- Cost of maintenance of the Territorial buildings
- Listing of all buildings under territorial jurisdiction

DATE FROM WHICH DATA ARE CONTINUOUSLY AVAILABLE: 1972

FREQUENCY OF DATA BASE UPDATE: Continuous

MODE OF STORAGE: Paper files

AVAILABILITY: Micro-data are available to the employees of Highways Department only. Macro-data can be made available to individuals whose need is justifiable.

RETENTION PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS

TITLE: Mechanical Equipment

OBJECTIVE: To maintain mechanical equipment for Yukon
Territorial Government

CONTENT: Contains
- Records of mechanical equipment
- Cost of maintenance and depreciation

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1972

FREQUENCY OF
DATA BASE
UPDATE: Continuous

MODE OF
STORAGE: Paper files

AVAILABILITY: Macro-data can be made available to any
individuals whose need is justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and
the Records Management Regulations.

DEPARTMENT OF HIGHWAYS AND PUBLIC WORKS

TITLE: Municipal Engineering

OBJECTIVE: Design and construct water and sewer systems

CONTENT: Contains

- Copies of plans and designs
- Cost of construction of water and sewer systems for individual utility systems.
- Information relating to capacity of the system.

DATE FROM WHICH DATA ARE CONTINUOUSLY AVAILABLE: 1972

FREQUENCY OF DATA BASE UPDATE: Continuous

MODE OF STORAGE: Paper files

AVAILABILITY: Micro-data are available to the employees of Highways Department only. Macro-data can be made available to individuals whose need is justifiable.

RETENTION PERIOD: In accordance with the Archives Ordinance Management Regulations.

HOUSING CORPORATION

TITLE: Housing Administration

OBJECTIVE: To provide adequate housing to Yukon residents

CONTENT:

- Rental/purchase housing program - number and type of unit by community
- Low rental family housing program - number of units by community
- Low rental housing program - number and type of unit
- Rent supplement program - number of units by community
- Senior citizens housing program - number and type of units by community and year of construction
- Property management - Staff accommodation - number of units by community, value of units, value of rents
- Government employee housing plan - number of units registered, price per unit sold, location of units registered
- Housing education program - number of units occupied by teachers by community, type of unit, amount of rent per unit.

DATE FROM WHICH DATA ARE CONTINUOUSLY AVAILABLE: 1972

FREQUENCY OF DATA BASE UPDATE: Continuous

MODE OF STORAGE: Paper files

AVAILABILITY: Micro-data can be made available to a small number of federal and territorial departments. Micro-data can be made available to individuals whose need is justifiable.

RETENTION PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

LIQUOR CONTROL BOARD

TITLE: Licencing and Enforcement.

OBJECTIVE: To issue licences according to the intent and content of the Liquor Ordinance.

CONTENT:

- Copies of licences issued to businesses and/or individuals.
- Correspondence relating to enforcement, inspection and issuing of licences.
- Number of licenced outlets by type and by community.

DATE FROM WHICH DATA ARE CONTINUOUSLY AVAILABLE: 1972

FREQUENCY OF DATA BASE UPDATE: Paper files

AVAILABILITY: Macro-data can be made available to individuals whose need is justifiable.

RETENTION PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

LIQUOR CONTROL BOARD

TITLE: Sales of Liquor.

OBJECTIVE: To sell alcoholic beverages to individuals, hotels, restaurants and other retail outlets.

CONTENT: Contains the following information by Government liquor stores:

- Sales in gallonage of liquor, wine and beer by brand.
- Opening inventory by brand.
- Monthly stock receipts.
- Closing inventory.

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1972

FREQUENCY OF
DATA BASE
UPDATE: Monthly

MODE OF STORAGE: Paper files
Computer records of sales and expenditures

AVAILABILITY: Micro-data will be made available to departmental employees and the federal Department of Revenue for Taxation purposes only. Macro-data can be made available to individuals whose need is justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF LOCAL GOVERNMENT

TITLE: Lands Management.

OBJECTIVE: To dispose of territorial lands and to maintain records on crown lands under Territorial jurisdiction.

CONTENT: Lease Agreements
 - Lease number
 - Effective data and term of lease
 - Name of lessor and lessee
 - Amount of rent
 - Description of lease conditions

Agreements of sale
 - Name of vendor and purchaser
 - Price of property and terms of payment
 - Description of conditions of sale

Transfer of mining claims
 - Agreed amount
 - Names of parties involved
 - Location of claim
 - Transfer of land agreement

DATE FROM WHICH
 DATA ARE
 CONTINUOUSLY
 AVAILABLE:

FREQUENCY OF
 DATA BASE
 UPDATE: Continuous

MODE OF
 STORAGE: Paper files

AVAILABILITY: Micro-data are available to employees of the Lands Branch, the Lands Office of the Dept. of Indian Affairs only. Macro-data can be made available to individuals whose need is justifiable.

RETENTION
 PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF LOCAL GOVERNMENT

TITLE: Assessment Services.

OBJECTIVE: To create and administer a fair and equitable property tax system for the Yukon.

CONTENT: Contains:

- Building owner and address
- History of building
- Description of lot
- Detailed description of building (interior and exterior)
- Description of utilities
- Fireplaces
- Dimensions

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1972

FREQUENCY OF
DATA BASE
UPDATE: Annually

MODE OF
STORAGE: Paper files

AVAILABILITY: Micro-data are available only to authorized territorial employees. This confidentiality is provided for by the Taxation Ordinance. Macro-data can be made available to individuals whose need is justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF LOCAL GOVERNMENT

TITLE: Fire Protection and Inspection.

OBJECTIVE: - To provide fire prevention and extinguishment education throughout the Territory by means of volunteer fire fighters.
 - To provide fire inspection services to all commercial establishments and to investigate fires.

CONTENT: - This file contains:
 - Data on fire casualty report - condition of casualty at the time of fire, action of casualty at the time of fire
 - Fire report describing the property involved, date of fire, names of owner and occupants, amount of loss, amount of contents, number of deaths, number of injuries, type of construction, description of dwelling.

DATE FROM WHICH
 DATA ARE
 CONTINUOUSLY
 AVAILABLE: 1972

FREQUENCY OF
 DATA BASE
 UPDATE: Bi-Weekly

MODE OF
 STORAGE: Paper files

AVAILABILITY: Micro-data are available to the authorized employees of Local Government, a small number of territorial and federal departments. Macro-data can be made available to individuals providing their need is justifiable.

RETENTION
 PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

LOCAL GOVERNMENT DEPARTMENT

TITLE: Permits and Inspections

OBJECTIVE: To issue building permits for new construction; to carry out inspections of newly constructed buildings; to carry out routine inspections on existing buildings, lodges to determine if they meet minimum safety standards (fire, structural stability and electrical).

CONTENT: Contains:

Plumbing Permit Application

- Names of owner and contractor
- Mailing address
- Building location
- Legal description of building
- Description of fixtures to be installed

Gas fitting permit application

- Name of owner
- Mailing address
- Building location
- Type of building
- Description of the type of appliance to be installed

Building permit

- Address of property
- Name of owner/contractor
- Building site dimensions
- Use of building
- Description of conditions under which permit issued

Building development permits

- Address of property
- Legal description
- Names of owner/contractor/architect
- Zoning
- Estimated cost of construction

Electrical and other inspections

- Name and address of applicant
- New installation or rewire
- Fixed electrical equipment
- Alterations and additions

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE:

1972

FREQUENCY OF
DATA BASE
UPDATE:

Continuous

MODE OF STORAGE: Paper files

AVAILABILITY:

Micro-data are available to employees of Protective Services and all federal and territorial departments. Macro-data can be made available to individuals providing their need is justifiable. The Protective Services Branch produces an annual report which can be made available upon request.

RETENTION
PERIOD:

In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF LOCAL GOVERNMENT

TITLE: Ambulance Services

BRANCH: PROTECTIVE SERVICES

OBJECTIVE: To provide services to a hospital or doctor by transporting patients in emergency cases.

CONTENT: Contains:
 - Name of driver and attendant
 - Date and time of trip
 - Total mileage travelled
 - Employer's name
 - Patient's name and address
 - Y.H.C.I.P. number(s)
 - Reason for trip
 - Class of illness

DATE FROM WHICH
 DATA ARE
 CONTINUOUSLY
 AVAILABLE: 1972

FREQUENCY OF
 DATA BASE
 UPDATE: Annually

MODE OF STORAGE: Paper files by towns and settlements.

AVAILABILITY: Macro-data can be made available to individuals providing their need is justifiable.

RETENTION
 PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

PUBLIC SERVICE COMMISSION

TITLE: Personnel Administration.

OBJECTIVE: To provide personnel services to the Government of the Yukon by recruiting, classifying and promoting employees of the Territorial Government.

CONTENT: Contains data on:
- Number of employees
- Occupations
- Number of employees in each occupation
- Average salary
- Distribution of geographic work location
- Occupation break-down by geographic location.

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1973

FREQUENCY OF
DATA BASE
UPDATE: Monthly

MODE OF STORAGE: Computer

AVAILABILITY: Micro-data are available only to the employees of the Public Service Commission and a small number of territorial departments for an authorized purpose. Aggregate data can be made available to individuals providing their need is justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF SOCIAL WELFARE

TITLE: Social Assistance

OBJECTIVE: To serve clients who are in need of social assistance.

CONTENT:

- Demographic characteristics of clients of this program
- Family history
- Financial background
- Financial data relating to social assistance payments.

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE:

FREQUENCY OF
DATA BASE
UPDATE: Quarterly

MODE OF STORAGE: Paper files

AVAILABILITY: Micro-data are available to authorized Welfare employees, a small number of territorial and federal departments directly involved in this program. Macro-data can be made available to individuals whose need is justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and Records Management Regulations.

DEPARTMENT OF SOCIAL WELFARE

TITLE: Senior Citizens

OBJECTIVE: To care for senior citizens in need of social and other services.

CONTENT: - Capacity of the home
- Operating costs of maintaining senior citizens in home
- Number of senior citizens who are in the care of senior citizen home

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1972

FREQUENCY OF
DATA BASE
UPDATE: Quarterly

MODE OF STORAGE: Paper files

AVAILABILITY: Micro-data are available to authorized Welfare employees, a small number of territorial and federal departments directly involved in this program. Macro-data can be made available individuals whose need is justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF SOCIAL WELFARE

TITLE: Child Welfare

OBJECTIVE: To care for children in need of assistance

CONTENT: - Demographic characteristics of children
 - Family background
 - School background
 - Medical history
 - Foster parents' background
 - Community recreation information dealing with children's involvement

DATE FROM WHICH DATA ARE CONTINUOUSLY AVAILABLE: 1972

FREQUENCY OF DATA BASE UPDATE: Quarterly

MODE OF STORAGE: Paper files

AVAILABILITY: Micro-data are available to authorized welfare employees, a small number of territorial and federal departments directly involved in child care. Macro-data can be made available to individuals whose need is justifiable.

RETENTION PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

DEPARTMENT OF TREASURY

TITLE: Territorial Accounts

OBJECTIVE: To offer advice to the operating Departments.

To summarize the financial information of the Territorial accounts.

CONTENT: Contains:

- Revenue and expenditure transactions.
- Revenue by source.
- Expenditure by establishment and function.
- Statement of assets and liabilities.
- A report on Territorial finances.
- Financial statements of Territorial Government enterprises and revolving funds.
- Travel of YTG employees.
- Payroll records.
- Annual property tax assessment notices.

DATE FROM WHICH DATA ARE CONTINUOUSLY AVAILABLE: 1972

FREQUENCY OF DATA BASE UPDATE: Daily

MODE OF STORAGE: COMPUTER

AVAILABILITY: Micro-data are available to the employees of Treasury and all territorial departments or agencies. Macro-data can be made available to individuals whose need is justifiable.

RETENTION PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

TERRITORIAL SECRETARY DEPARTMENT

TITLE: Registration of Companies and Securities.

OBJECTIVE: To maintain registration records for companies, securities, societies, co-operative associations, and credit unions.

CONTENT:

- Name and location of company
- Name of partner (if applicable)
- Nature of occupation
- Date of incorporation
- Charter documents of the corporation
- Names of all directors and company officers
- Statements of registration fees
- Annual reports
- Statement of income and expenditure for the company's calendar year
- Amount of fee paid by company

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE: 1972

FREQUENCY OF
DATA BASE
UPDATE: Continuous

MODE OF
STORAGE: Paper files

AVAILABILITY: Both micro-data and macro-data can be made available to the public and others providing the need is justifiable.

RETENTION
PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

TERRITORIAL SECRETARY DEPARTMENT

TITLE: Vital Statistics

OBJECTIVE: To maintain accurate records of vital statistics in the Yukon Territory.

CONTENT: - Contains:
 - Registration of births.
 Stillborn by sex and ethnicity
 - Marriages
 - Adoptions
 - Change of name
 - Divorces
 - Missing persons.
 - Deaths

DATE FROM WHICH
 DATA ARE
 CONTINUOUSLY
 AVAILABLE:

FREQUENCY OF
 DATA BASE UPDATE Continuous

MODE OF
 STORAGE: Paper Files and Registers

AVAILABILITY: Micro-data cannot be released to anyone other than the persons administering the Vital Statistics Program. This confidentiality is provided for by the Vital Statistics Ordinance. Macro-data can be made available to individuals whose need is justifiable. Aggregate data is provided monthly to the Economic Planning and Research Unit of Yukon Government. Statistics Canada, Y.T.G. Welfare Office and the Indian and Eskimo Affairs Program of Indian Affairs.

RETENTION
 PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

TERRITORIAL SECRETARY DEPARTMENT

TITLE: Workmen's Compensation - Assessment.

OBJECTIVE: To collect revenues from employers

CONTENT: Employers assessment record -
 Name and address
 Industry code
 District code
 Class and sub-class
 Date
 Legal fees and penalties (where applicable)
 Amounts - debit and credit dealing with individual firm.

DATE FROM WHICH
 DATA ARE
 CONTINUOUSLY
 AVAILABLE:

FREQUENCY OF
 DATA BASE
 UPDATE: Continuous

MODE OF
 STORAGE: - Paper files contain information on assessed companies.
 - Computer contains amount of assessment.

AVAILABILITY: Micro-data are available to the authorized employees of the Workman's Compensation Board and to employers regarding their own employees only. This confidentiality is provided for by the Workmen's Compensation Ordinance. Macro-data can be made available to individuals whose need is justifiable. Employer's and Employees Handbook on Workman's Compensation can be obtained from the Workman's Compensation Board for more information.

RETENTION
 PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

TERRITORIAL SECRETARY DEPARTMENT

TITLE: Workman's Compensation

OBJECTIVE: To pay Compensation to the injured worker.

CONTENT: - Details of accident.
 - Physicians report outlining the injury, treatment and progress.
 - Payment to injured workers such as amount of cheque, name and date cheque issued.

DATE FROM WHICH
 DATA ARE
 CONTINUOUSLY
 AVAILABLE: 1972

FREQUENCY OF
 DATE BASE
 UPDATE: Continuous

MODE OF
 STORAGE: Paper files containing information on injured claimants. Computer contains claims payment data.

AVAILABILITY: Micro-data are available only to the authorized employees of Workman's/Compensation Board and a small number of territorial departments. Macro-data can be made available to individuals whose need is justifiable. This information can be obtained from Mr. B. Booth of Workman's Compensation Board.

RETENTION
 PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

TERRITORIAL SECRETARY DEPARTMENT

TITLE: Registration of Motor Vehicles

OBJECTIVE: To record and maintain registration of vehicles.

CONTENT: - Application for Renewal of Vehicle registration.

CONTENT: - Licence number of vehicle includes
 - Previous year licence number
 - Name of owner and address
 - Type of vehicle
 - Serial number of vehicle
 - Colour of vehicle
 - Year of vehicle
 - Gross vehicle weight
 - Amount of fee
 - Transaction date
 - Renewal status and date
 e.g. R - Renewal
 N - New to Territory
 NV - New vehicle never registered
 T - Transfer

DATE FROM WHICH
 DATA ARE
 CONTINUOUSLY
 AVAILABLE: 1973

FREQUENCY OF
 DATA BASE
 UPDATE: Annually

MODE OF STORAGE: Computer and paper files

AVAILABILITY: Both micro-data and macro-data
 can be made available to individuals
 whose need is justifiable.

RETENTION
 PERIOD: - Paper files - 7 years if no action
 taken.
 - Computer - 6 months of expiry date.

TERRITORIAL SECRETARY DEPARTMENT

TITLE: Registration of Drivers.

OBJECTIVE: - To record, issue and maintain drivers' licences.
 - To record and maintain vehicle accident and conviction report.

CONTENT: Numerical Listing
 - Effective date of licence
 - Name and address of driver
 - Renewal date
 - Demographic characteristics of driver
 - Application date
 - Amount of fee

 Alphabetical Listing
 - Drivers licence number
 - Name of driver
 - Birthdate
 - Action date

DATE FROM WHICH
 DATE ARE
 CONTINUOUSLY
 AVAILABLE: 1973

FREQUENCY OF
 DATA BASE
 UPDATE: As required. (Every 3 years for renewal of drivers' licences).

MODE OF STORAGE: Computer and paper files

AVAILABILITY: Both micro-data and macro-data can be made available to individuals whose need is justifiable.

RETENTION
 PERIOD: - Paper files - 7 years if no action taken.
 - Computer - 6 months of expiry date

TERRITORIAL SECRETARY DEPARTMENT

TITLE: Control of Freight on Yukon
Highways and Gasoline Handling.

OBJECTIVE: To control weight on highways, oversize
vehicles, and "out of Territory"
commercial vehicles operation.

CONTENT: Temporary operations permit

- Place of issue of permit
- Date of issue
- Name and address of permit holder
- Description of vehicle
- Motor vehicle liability insurance coverage

In transit permit

- Data and place of issue
- Name of permit holder
- Description of vehicle
- Name of place and destination

Passenger bus permit

- Name and address of carrier
- Destination
- Year, make of vehicle and vehicle licence number
- Estimated stay in Yukon Territory

Freight vehicle permit

- Name of permit holder
- Purpose of permit
- Description of vehicle
- Carrying capacity

Fuel oil emblem sticker

- Sticker number
- Issued to
- Vehicle licence number
- Journey from and return to
- Total mileage
- Gallonage
- Tax

DATE FROM WHICH
DATA ARE
CONTINUOUSLY
AVAILABLE:

1972

FREQUENCY OF
DATA BASE
UPDATE:

Continuous

MODE OF STORAGE: Permits and paper files

AVAILABILITY: Both Micro-data and Macro-data can be made
available to individuals whose need is
justifiable.

RETENTION
PERIOD:

In accordance with Archives Ordinance and
the Records Management Regulations.

TERRITORIAL SECRETARY DEPARTMENT

TITLE: Land Titles.

OBJECTIVE: To record land transactions which are contained under certificate of title.

CONTENT: Contains the following data:
 Transfer of Land
 - Full name, address and occupation of transferor.
 - Described title.
 - Full name, address and occupation of transferee.

 Certificate of Search
 - Certificate of title.
 - Certificate of charge.
 - Mortgage or encumbrance
 - Legal description of property
 - Condominium certificate of title.
 - Unit number.
 - Condominium plan number and location.

DATE FROM WHICH
 DATA ARE
 CONTINUOUSLY
 AVAILABLE:

FREQUENCY OF
 DATA BASE
 UPDATE: Continuous

MODE OF
 STORAGE: Registers and Paper Files

AVAILABILITY: Both Micro-data and Macro-data can be made available to individuals whose need is justifiable providing the set fee is paid. In order to obtain information regarding a parcel of land and/or a dwelling, a Plan Number and legal description must be known. This information is available at the city halls in the organized communities. Unorganized communities will obtain this information by contacting Whitehorse City Hall.

RETENTION
 PERIOD: In accordance with Archives Ordinance and the Records Management Regulations.

CHAPTER A-3

ARCHIVES ORDINANCE

SHORT TITLE

1. This Ordinance may be cited as the *Archives Ordinance*. Short title
1971 (1st) c. 2, s. 1.

2. (1) In this Ordinance Definitions
“public records” means all original documents, parchments, “public records”
manuscripts, records, books, pamphlets, magazines, periodicals, maps, plans, photographs, letters, copies of letters, papers of all kinds or other documentary materials regardless of physical form or characteristic, deposited, on file, or held with or in any department or agency of the Government of the Territory or any municipal or other public office in the Territory, and includes any such documentary materials that were formerly part of the records or files of any such department, agency, or office. 1971 (1st) c. 2, s. 2.

3. (1) The Commissioner may appoint an archivist to carry out the provisions of this Ordinance. Appointment of archivist
1971 (1st) c. 2, s. 3.

4. (1) Subject to the regulations all public records shall be delivered to the Archivist for safe keeping and custody within thirty years from the date on which such public records cease to be in current use. Custody of all public records
1971 (1st) c. 2, s. 4.

5. (1) The Archivist is authorized and directed to receive and grant discharges for all public records transferred to him under this Ordinance and the Archivist is thereafter responsible for the safe keeping of the public records so transferred. Responsibility of Archivist
1971 (1st) c. 2, s. 5.

6. (1) The objects of this Ordinance are Objects of Ordinance
(a) the classification, safe keeping, indexing and cataloguing of all public records transferred to the Archivist under section 4;
(b) the discovery, collection and preservation of material having any bearing upon the history of the Territory;
(c) the copying and printing of important public documents relating to the legislative or general history of the Territory;

Chap. A-3

Archives

- (d) the collecting of all documents having in any sense a bearing upon the political or social history of the Territory and upon its agricultural, industrial, commercial and financial development;
- (e) the collecting of municipal, school and church records;
- (f) the collection and preservation of pamphlets, maps, charts, manuscripts, papers, books, photographs and other documentary materials regardless of physical form or characteristic, of general or local historic interest in the Territory;
- (g) the collection and preservation of information respecting the early settlers of the Territory including pioneer experience, customs, mode of living, prices, wages, boundaries, areas cultivated or mined, home and social life;
- (h) the collection and preservation of the correspondence of settlers, documents in private hands relating to public and social affairs and reports of local events of historic interest in domestic and public life;
- (i) the conducting of research with a view to preserving the memory of the indigenous peoples in the Territory and their mode of living and customs;
- (j) the conducting of research with a view to preserving the memory of pioneer settlers in the Territory and of their early exploits and the part taken by them in opening up and developing the Territory; and
- (k) the stimulation of public interest in the history of the Territory by the dissemination of information to the public, by exhibitions and displays of materials preserved in the Archives and by granting to the public access to items preserved in the Archives subject to such precautions as may be necessary for their preservation. 1971 (1st) c. 2, s. 6.

Preservation of
official documents

7. (1) Subject to the regulations no public records shall be destroyed or permanently removed without the knowledge and concurrence of the Archivist. 1971 (1st) c. 2, s. 7.

Certified copies

8. (1) A copy of any original document in the custody of the Archivist, certified under his hand to be a true copy, is *prima facie* evidence of the authenticity and correctness of such document. 1971 (1st) c. 2, s. 8.

Commissioner
may determine
when documents
to be made
public

9. (1) Where the public interest so requires the Commissioner may direct that any document transferred to the Archives will not be made available for public inspection for

Archives

Chap. A-3

such period of time as the Commissioner determines. 1971 (1st) c. 2, s. 9.

10. (1) The Archivist may acquire by gift, bequest, loan or purchase and place in the Archives for preservation, any document having any bearing upon the history of the Territory upon such terms and conditions as may be stated by the person giving, bequeathing, lending or selling the document. 1971 (1st) c. 2, s. 10.

Archivist may
acquire docu-
ments under
conditions

11. (1) Where any person is in possession or control of any public record he shall at the request of the Commissioner or his authorized officer forthwith deliver such public record to the Archivist. 1971 (1st) c. 2, s. 11.

Commissioner
may request
public records be
delivered to
Archivist

12. (1) The Commissioner may make regulations,

Regulations

- (a) respecting the duties of the Archivist ;
- (b) prescribing the public records that shall be transferred to the Archivist under this Ordinance and extending or reducing the period that shall elapse before any such public records are transferred to him ;
- (c) for the classification of archives in the custody of the Archivist and the preparation of proper calendars, catalogues and indexes for the purpose of making archives accessible for official, scientific and historical research ;
- (d) directing the manner in which public records shall be disposed of from time to time and the class of documents, papers, pamphlets or reports that shall be deemed to be archives ;
- (e) generally for carrying out the purposes and provisions of this Ordinance into effect ; and
- (f) prescribing any fees that may be required under this Ordinance. 1971 (1st) c. 2, s. 12.

13. (1) Nothing in this Ordinance shall be taken or be deemed to authorize the destruction or other disposition of any official document, paper, map, plan, report, memorandum or other matter in contravention of an Ordinance or an order of a Court or the Commissioner. 1971 (1st) c. 2, s. 13.

Nothing in
Ordinance
authorizes
destruction of
documents

OFFICE OF THE COMMISSIONER

YUKON TERRITORY

C A N A D A

Whitehorse, Yukon

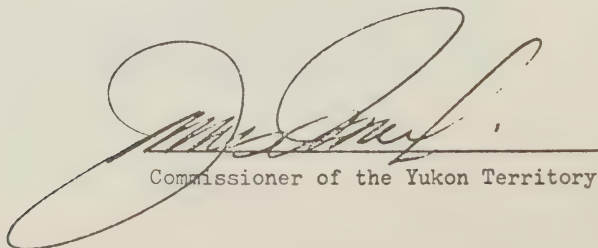
COMMISSIONER'S ORDER 1973/ 55

Archives Ordinance

Pursuant to the provisions of the Archives Ordinance,
the Commissioner of the Yukon Territory is pleased to and doth
hereby order as follows:

The attached "Regulations Respecting Records
Management in the Government of the Yukon Territory"
are hereby made and established.

Dated at Whitehorse in the Yukon Territory, this 6th day
of February A.D., 1973.



Commissioner of the Yukon Territory

REGULATIONS RESPECTING RECORDS MANAGEMENT

Issued pursuant to Commissioner's Order 1973/55

Dated the 6th day of February, 1973

- | | | |
|-------------|----|---|
| Short Title | 1. | These Regulations may be cited as the Records Management Regulations. |
| Definitions | 2. | <p>(1) In these Regulations</p> <p>(a) "Records Management" means the programme designed to provide economy and efficiency in the creations, classification, organization, maintenance, retrieval and final disposition of public records to insure that needless records will not be created or retained and that records with secondary value will be preserved.</p> <p>(b) "Public Records" means all original documents, parchments, manuscripts, records, books, pamphlets, magazines, periodicals, maps, plans, photographs, letters, copies of letters, papers of all kinds or other documentary materials regardless of physical form or characteristics, deposited, on file, or held with or in any department or agency of the Government of the Territory or any municipal or other public office in the Territory, and includes any such documentary materials that were formerly part of the records or files of any such department, agency, or office.</p> <p>(c) "Committee" means the interdepartmental Records Management Committee established by Regulation to deal with all aspects of Records Management in the Government of the Yukon Territory.</p> <p>(d) "Administrator" means the Records Administrator of the Department of Territorial Secretary and Registrar General.</p> |
| | 3. | <p>(1) The Committee shall consist of the Territorial Archivist as chairman; the Records Administrator as vice-chairman and secretary and the Clerk of Council.</p> <p>(2) Committee meetings shall be called by the chairman or vice-chairman and as required departmental Records Officers, other civil servants and/or private citizens</p> |

C.O. 19/3/55

whose experience and expertise in Records Management is considered to be of value may be invited to serve as advisory members of the Committee.

- (3) When a matter affecting a department is before the Committee, the responsible departmental Records Officer may be invited to attend the meeting of the Committee.

(Sec. 3 amended 1974/54)

4. (1) The Committee shall,
- (a) promote and develop Records Management within the Government of the Yukon Territory.
 - (b) review and evaluate the extent and progress of the preparation and implementation of Records Retention Schedules and Destruction Authorities and the general development of Records Management within the Government of the Yukon Territory.
 - (c) review and assess all government micro-data systems and approve or reject the active potentials and economies of all proposed micro-data systems.
 - (d) initiate, develop and promulgate Records Management standards and guides for the Government of the Yukon Territory.
 - (e) submit an annual report to the Commissioner on Records Management within the Government of the Yukon Territory.
- (2) The Secretary on behalf of the Committee shall,
- (a) conduct the correspondence of the Committee.
 - (b) co-ordinate advice and information in all aspects of Records Management necessary for the Committee to perform its duties.
 - (c) assess and advise the Committee on all micro-date system proposals.
 - (d) insure that standards and guides issued by the Committee are understood and followed by all departments.
5. (1) Each department shall,
- (a) designate a public servant to act as departmental Records Officer who shall be responsible for all aspects of Records Management within that department.

C.O. 1973/55

- (b) establish and administer through its Records Officer, Records Management in the department.
 - (c) maintain, through its Records Officer appropriate control over the initiation, maintenance, protection, retention, and disposition of all departmental public records in compliance with the Archives Ordinance and Records Management Regulations and in accordance with Committee standards and guides and department policies.
 - (d) inventory and prepare in conjunction with the Administrator Records Retention Schedules and Destruction Authorities for all departmental record series on or before the 1st day of April 1974.
 - (e) submit to the Committee for approval all micro-data system proposals.
6. (1) The Administrator shall
- (a) provide advice and assistance to departments in inventory and scheduling of public records; development of file classification systems; forms, correspondence and reports management and control; micro-data systems; and registry and office lay out.
 - (b) provide Records Centre storage and service for inactive public records maintained under approved Records Retention Schedules.
 - (c) assist departments in the training and guidance of departmental Records Officers.
 - (d) submit reports to the Committee on all aspects of the practical operation of Records Management.
 - (e) develop a General Records Disposal Schedule for housekeeping public records.
 - (f) assist the Yukon Archives to insure the permanent preservation of public records of secondary value.

This form is not to be completed until an inventory of the public record series to be scheduled has been prepared. This dual purpose form serves either as an ongoing Records Retention Schedule or a one time Destruction Authority. Except for housekeeping public records that will be enumerated on a General Records Disposal Schedule, no public records can be destroyed until an appropriate Records Retention Schedule or Destruction Authority has been approved.

GOVERNMENT OF THE YUKON TERRITORY		1. Schedule No.	
RECORDS RETENTION SCHEDULE & DESTRUCTION AUTHORITY		2. Destruction No.	
3. DEPARTMENT		4. BRANCH	
		5. SECTION	
6. Location of Records—Room or Office No., Building, Address			
7. Record Series Title		8. Outside Dates	9. Filing System
10. Basic Size of Record		11. Form No. (S)	12. Existing Authority (if any)
13. Physical Format of Records <input type="checkbox"/> Files <input type="checkbox"/> Cards <input type="checkbox"/> Plans <input type="checkbox"/> Microfilm <input type="checkbox"/> Tapes <input type="checkbox"/> Other (specify)		14. Records Retained by <input type="checkbox"/> Cal. yr. <input type="checkbox"/> Fisc. yr <input type="checkbox"/> Cont. <input type="checkbox"/> Other (specify)	
		15. Access to Records <input type="checkbox"/> Restricted <input type="checkbox"/> Not Restricted	
16. Record Series Description		18. Retention Period	
		Hardcopy _____ Micro _____ Dept.—Current yr. (Active) + _____ Records Centre (Inactive) _____ Total <input type="checkbox"/> _____ Final Disposition <input type="checkbox"/> Transfer to Archives <input type="checkbox"/> Destroy	
17. Record Series Purpose		Qualifying Factors (if any)	
19. Archives Limitations		20. Continuing Authority Requested <input type="checkbox"/> Yes <input type="checkbox"/> No	
Analysis of Actions	21. Disposition		22. Equipment Released (No. & Type)
	Cu. Ft.	Dates	
	Retain _____ From _____ To _____		23. Volume and Space Released Cu. Ft. _____ Sq. Ft. _____
	Transfer to R C _____ From _____ To _____		24. Estimated Annual Accumulation Cu. Ft. _____
Transfer to Archives _____ From _____ To _____			25. Records Administrator
Destroy _____ From _____ To _____			
Approval	26. Branch Director		29. Territorial Archivist
	Date		
	27. Territorial Treasurer	Date	30. Commissioner
	28. Director of Legal Affairs	Date	

REGULATIONS RESPECTING ACCESS TO PUBLIC RECORDS

Issued pursuant to Commissioner's Order 1974/53

dated the 7th day of November, 1974

Short Title

1. These regulations may be cited as Access to Public Records Regulations.

Definitions

2. (1) In these Regulations
 - (a) "Access" means permission to members of the public to view, copy and use a public record for research purposes.
 - (b) "Public Records" means all original documents, parchments, manuscripts, records, books, pamphlets, magazines, periodicals, maps, plans, photographs, letters, copies of letters, papers of all kinds or other documentary materials regardless of physical form or characteristics, deposited, on file or held with or in any department or agency of the Government of the Territory or any municipal or other public office in the Territory, and includes any such documentary materials that were formerly part of the records of files of any such department, agency or office.
 - (c) "Exempted Records" means public records that:
 - (i) contain information the release of which would be contrary to law.
 - (ii) might violate the right of privacy of any individual.
 - (iii) are personnel records or files which include all documents of earnings, service and leave of a territorial civil servant. Personnel records cease to be exempted records on the expiration of a period of ninety years from the date of birth of the civil servant with respect to whom the record is made.

C.O. 1974/53

3. (1) Access shall be given to any public record more than thirty years old that has been deposited in the Yukon Archives either through the implementation of a Record Retention Schedule or via direct transfer method.
- (2) Access shall be given to any exempted record more than thirty years old that has been deposited in the Yukon Archives either through the implementation of a Record Retention Schedule or via direct transfer method only under the following conditions and procedures.
- (a) A potential researcher must submit a letter of introduction describing the proposed research project, its intent and why access to exempted records is required as well as some other corroborating identification in advance so that the Territorial Archivist can evaluate the legitimacy of the request before deciding whether to grant or withhold permission to examine exempted records.
- (b) Before permission to examine exempted records is granted the potential researcher must sign a letter of understanding which stipulates that:
- (i) the researcher must comply with all prescribed conditions and procedures governing research of exempted records in the Yukon Archives.
- (ii) the researcher must not discuss or release for publication the name of any individual that appears in an exempted record.
- (iii) the Territorial Archivist reserves the right to vet research notes and intended publications of any information derived from exempted records that contain information the release of which would be contrary to the law and/or violate the right of privacy of any individual.

C.O. 1974/53

(iv) the Territorial Archivist can withdraw permission to research exempted records at any time should the researcher in the opinion of the Territorial Archivist fail to observe any of the provisions in the letter of understanding.

(v) the violation of any of the provisions contained in the letter of understanding will be considered an offence.

(3) Access to adoption records shall only be granted upon compliance with Section 3, subsection (2) of these regulations and Section 82, subsection (2) of the Child Welfare Ordinance.

(4) Access shall be given to any public record less than thirty years old only with the permission of and, in accordance with terms and conditions established by the Commissioner in consultation with the Territorial Archivist.

(5) Access shall be given to any exempted record less than thirty years old only with the permission of the Commissioner and in accordance with terms and conditions established in Section 3, subsection (2) and (3) of these regulations.

(Sec. 3 amended by 1976/27)

4. (1) Each department shall;

(a) comply with the Records Retention Schedules that pertain to their departmental public records.

(b) not permit access to any public record in their department which the department that originated the public record would refuse access.

(c) advise the Territorial Archivist what departmental public records are considered to be exempted records.

(d) in accordance with normal security measures and procedures introduce appropriate security declassification of public records.

OFFICE OF THE COMMISSIONER
YUKON TERRITORY
C N A D A

Whitehorse, Yukon

COMMISSIONER'S ORDER 1974/231


ARCHIVES ORDINANCE

Pursuant to the provisions of the Archives
Ordinance, the Commissioner of the Yukon Territory is
pleased to and doth hereby order as follows:

Commissioner's Order 1973/53 is repealed and
the attached Schedule of Fees substituted
therefor:

Dated at Whitehorse in the Yukon Territory, this 27th day of

September A.D., 1974.



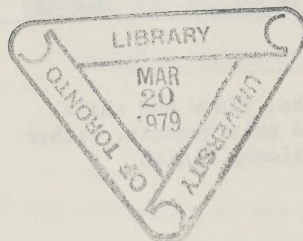
Commissioner of the Yukon Territory

SCHEDULE OF FEES RESPECTING PHOTOGRAPHIC AND
XEROGRAPHIC SERVICES OFFERED BY THE YUKON ARCHIVES

Issued pursuant to Commissioner's Order 1974/231

Dated the day of , 1974

		<u>Size</u>	<u>Price</u>
1.	Photographs, black and white prints and enlargements, either matte or glossy finish	up to and including 8"x10"	\$1.75 each
		11"x14"	2.75 "
		mounted 16"x20"	7.50 "
2.	Copyright for publication charges for photographs		NIL
3.	Photocopies produced on either letter (8.1/2"x11") or legal (8.1/2"x14") size paper		.15¢ per page
4.	The Yukon Archives reserves the right to determine what in its holdings can be photocopied and the number of photocopies that a researcher or institution is allowed to purchase during a year.		
5.	It is condition of the use of a photograph in any book, magazine, newspaper, television production, film or poster that a credit line be inserted crediting the use of the photograph to the Yukon Archives.		



Price
\$1.75 each
5.25

Size
up to and
including
8 1/2" x 11"

WTS
1.75 per box

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